



634 State Road 19 PO Box 37, Marshall, WI 53559
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Town of Medina Board of Supervisors
August 2, 2017 -- Town of Medina Garage
Monthly Meeting of the Town Board

The meeting was called to order at 7:00 PM by Chairman Weinberger

Present were Chairman Weinberger, Supervisors Sue Zingshiem, John Hellenbrand, John Ward and Sam Anderson, Clerk Ron Jacobson and Treasurer Lea Braithwaite. Also present were Patrolman Jim Hellenbrand, Joyce Knapton and Phillip Braithwaite. Cathy Kozlowicz (Courier) arrived at 7:43 PM.

The Pledge of Allegiance was recited.

Meeting was posted Friday July 28, 2017 Town Garage, townofmedina.org

ADMINISTRATIVE:

Approval of Previous Minutes: Motion by Supervisor Hellenbrand, 2nd by Supervisor Anderson to approve the minutes from July 12, 2017 and July 26, 2017 as presented. Motion carried 5-0.

Monthly Operating Invoices and Summary Report were reviewed with a motion to approve by Supervisor Anderson, 2nd by Supervisor Ward, motion carried 5-0.

Chairman's Report: Chairman Weinberger discussed the options on potential employee health insurance options, starting work on the 2018 budget in September and a review of the town capital accounts.

Clerk's Report: Clerk Jacobson submitted a written report detailing reports and forms filed, activities and correspondences and presented budget information for the board to review, inquired on the status of the employment application and inquired who would be attending the PASER/WISLR training the following week.

Treasurer's Report: Treasurer Braithwaite presented the July income report showing income of \$31,598.13 and informed the Town Board that the Soldiers Graves report has been filed.

Highway Report: Patrolman Hellenbrand reported on tree trimming and brush removal on the town roads including trees down on Box Elder Road, Oak Park Road was swept for the loose gravel after the seal coating was complete, weed spraying was completed along town roads, Berlin Road was graded, the John Deere tractor needed a rear tire repaired, he put up a snow fence behind the recycling dumpsters, the F550 may need additional work and he inquired on the status of replacing that vehicle, he is posting Canal Road at 10 tons while the railroad crossings are being closed for repairs and a large



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amount of trash was dumped on Berlin Road, a Dane County Deputy found a name and address in the trash and was taking action on the matter.

EMS-Fire Report: Supervisor Hellenbrand reported from the PSB/EMS regular meeting that the light poles at the PSB building are leaning due to a poor base and the commission is seeking proposals to address this, the commission is reviewing options on a generator hookup, the Barrel Inn scheduled an extra ambulance for their event this summer but have not paid the entire bill, all four municipalities have signed the reviewed EMS Joint Agreement and the agreement to hire two additional staff is completed.

Facility Needs Committee Report: Ron Jacobson reported the committee is completing the review of the existing facilities and visited the facilities in the Towns of Vienna, Lodi and Bristol, additional facilities will be visited, the Village of Marshall Administrator has indicated he would like to meet with the committee and the initial report is in the process of being developed.

Public Appearances: None

OLD BUSINESS:

Action on Demand Letter to Jason Meyer (Traffic Accident Damages): Clerk Jacobson presented a draft demand letter and inquired whether the Town Board wanted Attorney Hazelbaker to review it before mailing. Motion by Supervisor Anderson to have the Meyer Demand letter sent to Attorney Hazelbaker for review, 2nd by Supervisor Zingshiem. Motion carried 5-0.

Discussion and Action on Town Ordinance Structure: Motion by Chairman Weinberger to adopt the State format for ordinances as recommended by Attorney Hazelbaker, 2nd by Supervisor Ward. Motion carried 5-0.

NEW BUSINESS:

Action on Laufenberg Rezone Petition DCPREZ-2017-11184: The rezone petition was reviewed and approved (5-0) by the Town of Medina Planning Commission on July 24, 2017. Motion by Supervisor Hellenbrand to approve DCPREZ-2017-11184 with the requirement that the Town of Medina Animal Restrictions be placed on the parcel created and that there is no additional density units on the parcel created, 2nd by Supervisor Anderson. Motion carried 5-0.

Action on Recycling Fencing Proposal: Supervisor Zingshiem presented costs on having additional chain link fence put up by the recycling dumpster, a temporary snow fence has been put up. The Town Board determined the chain link fence is not needed currently.



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Discussion on Upcoming Insurance Review with Randy Adler: Clerk Jacobson presented the Town Board with copies of the current insurance policy coverage for review prior to the meeting with Randy Adler, Rural Insurance, at the August 16, 2017 Special Board meeting.

Discussion and Planning for PASER Rating Updates: The upcoming PASER/WISLR training was discussed and a report will be made to the Town Board at the August 16, 2017 Special meeting. Supervisor Hellenbrand and Supervisor Zingshiem will review the East roads. Supervisor Ward and Supervisor Anderson will review the West roads.

Discussion and Planning for TRIP Road Projects: The Town Board discussed the need to review the roads for potential use of the TRIP project funding. The Town has one TRIP awarding in place and can apply this Fall for an additional awarding. When the roads are reviewed any culverts that need to be replaced need to be identified so they are replaced prior to major construction. The Town Board discussed the process for determining which roads to prioritize. Consideration as to whether the worst roads are addressed first or having a plan to maintain the better roads to delay the cost of major repairs.

Discussion on Future Space Needs: The Town Board needs to develop an equipment plan to assist the Facility Needs Committee on what space is needed in the future. Ron Jacobson discussed the concept of the three phases of the Facility Needs Committee report existing facilities, short term needs and long-term needs. Patrolman Hellenbrand was asked to develop a wish list of equipment but that not all would be available.

Discussion on Fire Proof Safe Agreement: Clerk Jacobson presented a draft agreement between the Town of Medina and himself. Clerk Jacobson will acquire a fire proof gun safe and allow the Town of Medina to use it temporarily to safely secure vital documents such as the minutes dating back to 1848. The Town Board gave preliminary approval to the concept.

OTHER BUSINESS:

Correspondence: None Presented

Identify Issues to be addressed in Future Meetings: The delinquent personal property taxes were discussed; Treasurer Braithwaite will prepare a list for the September meeting and the use of HE Stark was mentioned. Patrolman Hellenbrand identified some potential locations for temporary salt storage that the board can consider. The contract with Advanced Disposal is up this year and will placed on a future agenda.

Adjournment: Motion to adjourn by Supervisor Anderson, 2nd by Supervisor Hellenbrand. Motion carried 5-0. Adjourn 8:43 PM.

Respectfully submitted by Town Clerk Ron Jacobson

Approved September 6, 2017